

**CITY OF ASHEVILLE, NORTH CAROLINA
CLASS SPECIFICATION**

**TRADESWORKER III
VARIOUS DEPARTMENTS**

GENERAL STATEMENT OF DUTIES

Performs skilled work in the maintenance and repair of City buildings, facilities, and parks. Reports to a Labor Crew Supervisor or Superintendent.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class performs skilled work in the maintenance and repair of electrical and mechanical equipment and semi-skilled maintenance and repair work requiring knowledge of building trade skills. Employee is responsible for performance at a skilled level in one or more building trades, such as electrical, plumbing, carpentry, masonry, installation of equipment, and heating and air conditioning. Work may involve supervision of semi-skilled or unskilled employees assisting with various assignments and oversight of contracted workers. The class is differentiated from the Tradesworker II classification by the complexity of maintenance tasks performed and the requirement of advanced knowledge, skills and abilities. Work assignments are usually performed independently and require considerable independent judgment and initiative in completing tasks efficiently. Work is performed under general supervision of a Labor Crew Supervisor or Superintendent and is evaluated on the basis of compliance with work orders and the efficient and effective utilization of materials, equipment and labor.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Performs advanced-level skilled maintenance and repair work in one or more of the maintenance trades, such as carpentry, plumbing, masonry, painting, welding, and electrical work.

Performs general carpentry work in the construction, repair or alteration of floors, walls, roofs, stairways, partitions, doors, windows, screens, and various other wooden articles; builds cabinets; hangs, plasters and finishes drywall.

Installs, troubleshoots and maintains electrical systems, which may include public address systems and other sound systems; replaces faulty switches, sockets, plugs, fuses, insulators and other parts of electrical systems.

Installs telephone lines and systems.

Sands, paints or stains walls, woodwork, cabinets, tables and other wooden articles.

Repairs, recalibrates and replaces locks; cuts key duplicates and manages

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distribution or access to keys.

Installs water and sanitary fixtures and equipment; analyzes defects or malfunctions in plumbing systems; repairs leaks by replacing valves, replacing faulty fittings or sections in line, or installing replacement fixtures.

Cuts and fabricates metal to build various structures.

Maintains heating, ventilation and air conditioning systems, including changing filters, installing duct work and chassis parts, wrapping pipes in insulation, etc.

Pours and finishes concrete; builds concrete forms.

Estimates and requisitions or purchases various supplies and materials as needed.

Oversees activities of contracted workers, ensuring adherence to established work specifications and quality standards.

Prepares a variety of logs and reports.

ADDITIONAL JOB FUNCTIONS

Drives van or truck to transport supplies, materials and/or workers to and from job sites.

Supervises or acts as lead worker for a small crew on an assigned task.

May assist in planning, developing and constructing program-related apparatus or fixtures if assigned to Civic Center.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the procedures, materials and equipment related to the plumbing, masonry, heating and air conditioning, carpentry and painting trades.

Considerable knowledge of the occupational hazards and safety precautions of the maintenance trades involved in the work.

General knowledge of the applicable codes and regulations related to the maintenance work performed.

Skill in the use of a variety of hand and power tools necessary in performing mechanical, carpentry, electrical, plumbing and allied building repair and maintenance work.

Ability to read and interpret blueprints and specifications.

Ability to operate the more common types of machine shop equipment.

Ability to supervise the work of semi-skilled and unskilled workers.

Ability to understand and follow complex oral and written instructions.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

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MINIMUM EXPERIENCE AND TRAINING

Graduation from high school, preferably supplemented by college-level course work in building trades, and 6 to 9 years of experience in one or more of the maintenance trades; and/or any equivalent combination of training and experience required to perform the essential position functions.

SPECIAL REQUIREMENT

Possession of a valid driver's license issued by the State of North Carolina.

COMPETENCIES

Technical Competency: Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

Interpersonal Competency: Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

Intellectual Competency: Ability to think, learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job level.

Customer Service: Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

Physical Skills: Ability to perform required jobs with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodation[s] if needed) and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Salary Grade 13
Non-Exempt